

# ROUTING AND TRANSMITTAL

Date

APR 1981

Approved For Release 2005/12/14 : CIA-RDP84B00890R000300090023-3

TO: (Name, office symbol, room number, building, Agency/Post)

Initials

Date

APR 1981

1. EO/DOA

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Action	File	Note and Return
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Coordination	Justify	

REMARKS

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Room No.—Bldg.

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5041-102

OPTIONAL FORM 41 (Rev. 7-76)

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United States

**Office of  
Personnel Management**

Washington, D.C. 20415

81-0637/1

In Reply Refer To:

Your Reference:

April 1, 1981

DATA 10:51 P.M.  
FILE: meetings-1

Mr. Max Hugel  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Max:

Thanks so much for attending our first meeting. The response I have heard was very encouraging.

As we discussed on March 27th, we will have a second meeting of the Personnel Assistant Secretary's Group on April 10, 1981 at 9:00 A. M. The meeting will take place in the Office of Personnel Management Building, 1900 E Street, N.W. in the Executive Conference Room.

I am sure I need not stress the importance of our meetings and not sending unauthorized substitutes.

I was so pleased to see so many of you in attendance at our first meeting, especially on such short notice. I look forward to seeing you again on Friday, April 10.

Sincerely,

Donald J. Devine  
Director

4/7/81  
Notified Mary Rose (632-6104)  
that Mr. Hugel will not be  
attending 4/10/81 mtg and that  
this doesn't apply to the Agency.  
Karen

On file OPM release instructions apply.